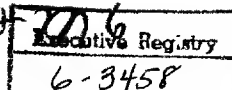


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MEMORANDUM FOR: Deputy Director (Administration)

FROM : Chief of Logistics

SUBJECT : Logistics Office Objectives Review, First Quarter,
Fiscal Year 1955

REFERENCE : Memorandum From This Office, 27 September 1954,
Subject, "Accomplishments During FY 1954 and Major
Objectives for FY 1955."

1. This Office recently has completed an analysis of the status of office objectives for FY 1955 reported in referenced memorandum. Although it has been necessary to expend a substantial portion of available manpower in the implementation of an improved organization within the procurement activity and requirements for trained logistics personnel overseas have necessitated internal reassignment of many employees, there has been improvement in the accomplishment of continuing objectives assigned to the Logistics Office. In addition, following are major accomplishments realized during the period:

a. A review was conducted of logistics activities in the Far East and distribution was made of a comprehensive report so that improvements recommended could be implemented.

b. A study was made of Agency telephone practices and a program was implemented to effect improvements with the result that substantial savings in telephone charges have been realized.

c. Narrative, statistical and graphical materiel reflecting operations of the Logistics Office were developed and furnished for use in connection with the Hoover Commission Survey.

d. Qualifications standards and position classification standards were developed for logistics-type positions and personnel.

e. A total of 18 Agency logistics regulatory issuances were published and an additional 17 issuances were developed and submitted to the Regulations Control Staff for processing and publication.

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f. A logistics administrative plan was completed for the supply base in the

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g. Instructions for the submission of periodic materiel requirements forecasts were revised and reissued.

h. A Procurement Planning Committee was established and placed in operation in order to provide improved procurement service for the Agency.

i. The fencing of West Potomac Park buildings was completed.

j. A 22" X 34" Harris Seabold offset press was installed and placed in operation in the central printing plant.

k. "K" Building printing facilities were enlarged to include photostat and ozalid processes.

2. Satisfactory progress has been made in remaining objectives scheduled for completion during FY 1955. Additional objectives commenced during the period are:

a. A review of logistics activities in Europe.

b. Monitor the establishment of support facilities in the European area in order to assure maximum control and economy of logistics operations.

c. Establish a forms control program for the Logistics Office.

d. Prepare career development schedules for individual Career Staff employees.

e. Establish a consolidated allotment in the Logistics Office for all Agency departmental unvouchered transportation ("O3") funds.

f. Develop a technical handbook for the use of operational personnel in the preparation of a logistics annex to an operational plan.

g. Develop new and improved methods of effecting covert procurement.

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h. Develop a procedure for utilization of field facilities in the accomplishment of foreign procurement.

i. Participate in the implementation of adequate financial accountability policies and procedures in Europe, assuring their compatability with property accounting policies and procedures.

3. The status of Logistics Office objectives for FY 1955 will be reviewed again during January 1955.

[Redacted Signature]

JAMES A. GARRISON

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TRANSMITTAL SLIP		
4 Jan 55 (Date)		
TO: Colonel White		
BUILDING	ROOM NO.	
REMARKS:		
<p>The memo from Logistics Office informs us of the satisfactory improvement and progress on the major objectives for FY 1955 as set forth in Tab A. The memo also advises eleven additional accomplishments (1.a. to 1.k.) have been completed in the first quarter and that ten additional objectives (2.a. to 2.i.) were commenced during the period.</p> <p>Analysis of the objectives indicates the office is moving along to a more efficient control of materiel, properties, (over)</p>		
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BUILDING	ROOM NO.	EXTENSION
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